

**BATTLE CREEK CITY PLANNING COMMISSION  
MEETING MINUTES  
Wednesday, November 28, 2012**

**1. Call to Order:**

Chairman Preston Hicks, called the meeting to order at 4:00 p.m.

**2. Attendance:**

**Members Present:**

Susan Baldwin (Mayor)	Jan Frantz	Chip Spranger
Steve Barker	John Godfrey	Dave Walters
Dan Buscher	Preston Hicks	

**Members Excused:** John Stetler

**Staff Present:** Christine Hilton, Planning Supervisor  
Jill Steele, Deputy City Attorney  
Glenn Perian, Senior Planner  
Leona Parrish, Administrative Assistant, Planning Dept.

- 3. Additions or Deletions to the Agenda:** Addition to agenda under New Business; a revised 2013 annual meeting dates for Planning Commission meetings, changing Novembers meeting date due to closeness to holiday from Nov. 27<sup>th</sup> to Nov. 20<sup>th</sup>.
- 4. Approval of Minutes:** Meeting Minutes of October 24, 2012.

**MOTION WAS MADE BY COMMISSIONER FRANTZ, SUPPORTED BY COMMISSIONER GODFREY, TO APPROVE THE PLANNING COMMISSION REGULAR MEETING MINUTES FOR OCTOBER 24, 2012 AS PRESENTED.**

**VOTE ON MOTION: ALL IN FAVOR; NONE OPPOSED; MOTION CARRIED.**

- 5. Correspondence:** Invitation to the Planning Commissioners to attend an Housing Market Study, Open Public Forum to be held December 5, 2012, 6:00 P.M. at Burnham Brook.
- 6. Old Business:**
- A. Amendment to the Ordinance – Site Plan Review Chapter 1294:**

Ms. Christine Hilton, Planning Supervisor, stated there would not be a public hearing required at todays meeting as it was held at the October 24, 2012 meeting. Ms. Hilton made reference to the document handed out regarding alternate wording to be considered under section 1294.02 (c) and 1294.06 (b); which notes a 15 day response timeframe being added after the date of submittal of site plan. (Document attached)

**Discussion:**

Commissioner Frantz stated she is in favor of a 15-day response timeframe, but feels that it should be a departmental policy and not written within the city ordinance.

Commissioner Buscher stated he also is in agreement with Commissioner Frantz, that it should be a departmental policy and not put within the statute.

Commissioner Barker stated he feels that having a 15-day timeframe creates a deadline date and should be a policy and not a statute.

*With no others wishing to speak, Chairperson, Commissioner Hicks asked commissioners for a motion.*

**MOTION BY COMMISSIONER FRANTZ, SUPPORTED BY COMMISSIONER SPRANGER TO APPROVE AMENDMENTS TO “SITE PLAN REVIEW ORDINANCE, CHAPTER 1294” DRAFT DATED 11/28/12 PC; NOT INCLUDING ALTERNATIVE WORDING THAT ADDRESSES A 15 DAY REVIEW.**

**VOTE ON MOTION: ALL IN FAVOR; NONE OPPOSED; MOTION CARRIED.**

**B. Approval of (Revised)Planning Commission Meeting Dates for the Year 2013:**

**MOTION WAS MADE BY COMMISSIONER GODFREY, SUPPORTED BY COMMISSIONER SPRANGER, TO APPROVE THE REVISION OF THE PLANNING COMMISSION MEETING DATES FOR THE YEAR 2012; WITH THE MONTH OF NOVEMBER DATE CHANGED TO THE 20<sup>TH</sup> INSTEAD OF THE 27<sup>TH</sup> DUE TO HOLIDAY.**

**VOTE ON MOTION: ALL IN FAVOR; NONE OPPOSED; MOTION CARRIED.**

7. **New Business:** None
9. **Comments by the Public:** None
10. **Comments by the Staff and Commission Members:** None
11. **Adjournment:** The meeting was adjourned at 4:12 P.M.

Respectfully Submitted,



Christine M. Hilton, AICP  
Executive Secretary, Planning Commission

## **Alternate Wording, SPR Ch. 1294**

**November 28, 2012**

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### **1294.02 APPLICATION.**

(a) All completed applications for site plan approval shall be submitted in writing on an application form provided, together with three signed and sealed prints or drawings of the proposed site plan, a compact disc containing a .pdf version of the signed and sealed plans, any other applicable drawings, supporting information, and the review fee established in Ch. 802.24.

(b) All requirements for site plan approval shall be filed with the Inspections Department at one time, as a complete single submittal.

(c) Once a complete application, site plan, and other materials are submitted, the Zoning Administrator will schedule a review at the earliest possible date, but in no instance will the review be completed any later than fifteen business days after the date of submittal.

### **1294.06 DECISIONS AND APPROVAL.**

(a) The Planning Department, the Inspection Department, and the Department of Public Works shall be responsible for reviewing site plans, and the Zoning Administrator shall be responsible for granting approval. A decision approving, conditionally approving, or rejecting a site plan shall be based upon requirements and standards contained in the zoning ordinance, other statutorily authorized and properly adopted City planning documents, other applicable ordinances, and state and federal statutes.

(b) The Zoning Administrator or her/his designee will provide a decision in writing no longer than fifteen business days after the date of submittal.